

9 October 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]
GS-3 to GS-4

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-3, step 2 to GS-4, step 1. [REDACTED] is assigned to the staff of the Director of Research and Development and is responsible for the secretarial tasks of [REDACTED] Technical Assistant for Plans & Programs.

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2. [REDACTED] joined the Support Staff/ORD on 3 September 1968. She was a recent high school graduate and had very little previous business experience. Despite this, [REDACTED] performed all the varied and unusual tasks required of an administrative staff member in a very proficient manner. She was then transferred to the Office of the Director/ORD in April 1969. Here she has performed general engineering secretarial duties and has assisted in the planning cycle for the Combined Program Call consisting of Directorate/Division liaison correspondence and conferences, format reconciliation and accounting, management support breakouts and control reconciliation as well as other on-going planning correspondence. She continues to improve in her grasp of responsibilities which are considerably above those normally required of a GS-3.

25X1A9a

Approved

SUBJECT: ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-3 to GS-4

25X1A9a

3. [REDACTED] congenial personality and ability to get along with her co-workers has contributed to office morale. She is cheerful in the performance of her duties and has shown a strong office loyalty.

4. In the light of the above, it is recommended that promotion action go forward as soon as possible to advance [REDACTED] from GS-3 to GS-4.

25X1A9a

25X1A9a
[REDACTED]

TA/PP/ORD

Attachment
Fitness Report

RECOMMEND APPROVAL:

SIGNED

Chairman/Special Panel/ORD

10/9/69
Date

APPROVAL:

~~SIGNED~~

Director of Research and Development

10/13/69
Date

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